



Town of Concord, Massachusetts
22 Monument Square, Concord, MA 01742

Planning Board Meeting Minutes 01-12-16

Minutes of the Planning Board Meeting of January 12, 2016

Pursuant to a notice filed with the Town Clerk, the Planning Board met at 7:00 p.m. on January 12, 2016 in the First Floor Meeting Room, 141 Keyes Road, Concord, MA.

Present:

John Cratsley
Scott Bates
Gary Kleiman
Rob Easton (arrived 7:05 p.m.)
Matt Johnson

Elizabeth Hughes, Town Planner
Nancy Hausherr, Administrative Assistant

Absent:

John Canally
Brooke Whiting Cash

The meeting commenced at 7:00 p.m. and was audio-recorded. Mr. Cratsley served as Acting Chair in Mr. Canally's absence. Mr. Cratsley reminded the audience that anyone recording the meeting should inform him.

Amendment to Site Plan Decision **Middlesex School, 1400 Lowell Road**

Matthew Crozier, Chief Operating Officer, and Steve McKeown, Project Manager, Middlesex School; Frank Holmes, P.E., Stantec Consulting Services Inc.; and Catherine Offenberg, ASLA, of Carol R. Johnson Associates Inc. appeared before the Board to discuss the application to amend a Site Plan Decision dated 12/2/14 for modifications to the plan in order to relocate the access driveway to Landry House and Head of School's House, revise locations and limits of the driveway, parking and pedestrian areas associated with Landry Hall of the Middlesex School at 1400 Lowell Road.

The Board considered the Town Planner's agenda memo dated 1/7/16, item #1 and an email sent to the Town Planner from Ms. Whiting Cash with comments since she could not attend the meeting.

Mr. Crozier began by explaining the reasons for the amendment request, explaining that the new landscape architect suggested refinements that complement the site plan prepared by Stantec.

Ms. Offenberg, landscape architect, presented landscape plan L101 and explained that the primary changes include the entry drive to the residence hall and Head of School's House and will result in less disturbance to existing trees on campus. Ms. Offenberg acknowledged and agreed with the comments contained in Ms. Whiting Cash's email. She explained that the proposed planting list has been simplified and the Applicant will provide that plan sheet.

Mr. Holmes spoke about the proposed modifications to the approved stormwater management designs. He explained that the previous driveway location has been removed in favor of an access from Oates Lane.

Town Planner Hughes noted in her memorandum that the Natural Resources Commission has approved the revised plan; the Fire Department does not have any issues or concerns with the revised plan; and the Engineering Division has reviewed the revised drainage report and does not have any issues. Town Planner Hughes commented that the Engineering Division did recommend that the Applicant submit for review and approval to the Engineering Division within 30 days an updated Executed Stormwater Pollution Prevention Plan detailing no stockpiling, protections of infiltration areas, and an updated Long Term Operations and Maintenance

Plan including new stormwater Best Management Practices.

Mr. Johnson asked if the overall impervious coverage would be increased or decreased if the plan is amended as requested. Ms. Hughes and Mr. Holmes explained that the impervious surface would be reduced within the wetland buffer zone, but overall there was a slight increase.

Mr. Bates opined that this plan is an improvement. Mr. Kleiman agreed, noting that this plan shifts pavement out of the buffer zone.

After discussion, Mr. Kleiman moved that the Board grant an amendment to the existing Site Plan Decision dated 12/2/14 to allow modifications to the plan for Middlesex School as requested based on the revised plans dated 11/30/15 subject to the three recommendations by Engineering Division and items contained in Ms. Whiting Cash's email. Mr. Bates seconded. All **VOTED** in favor.

Approval Not Required Plan #16-01
695 & 68A Monument Street

Town Planner Hughes presented the plan to the Board. She explained that the plan shows properties located in the Residence AA Zoning District and that the purpose of the plan is to adjust an interior lot line between the two lots and show the conveyance of 5,103 s.f. equally from each lot to the other. She explained that the plan notes that "Parcel A and Parcel B individually are not to be considered buildable lots" and "this plan is intended to supersede plan number 641 of 2015" which the Board endorsed in August.

After discussion, Mr. Kleiman moved that Board authorize the Chair, Vice-Chair, or Town Planner to endorse the plan of land dated 1/8/16 for 695 & 68A Monument Street, prepared by Snelling & Hamel Associates Inc., as Approval Not Required under the Subdivision Control Law because it shows a proposed conveyance which changes the size and/or shape of the lots in such a manner that frontage is not affected. Mr. Easton seconded. All **VOTED** in favor.

Meeting Minutes

The Town Planner explained that a citizen, who commented at the December 8th meeting, contacted her regarding the approved minutes and stated that they did not accurately reflect her statement. The Town Planner provided revised minutes for the Board's consideration. Mr. Johnson moved that the Board approve the 12/8/15 minutes as amended. Mr. Easton seconded. All **VOTED** in favor.

After the Board's review of the draft minutes of the 12/22/15, Mr. Johnson moved that the Board approve the minutes as written. Mr. Easton seconded. All **VOTED** in favor.

Town Meeting and Zoning Bylaw Amendments Public Hearing Preparation

The Board reviewed the draft presentations prepared by the Town Planner for six of the ten warrant articles and suggested small changes to improve the presentations.

Mr. Johnson reviewed with the Board the draft presentation on the Floor Area Ratio (FAR) bylaw. The Board suggested small changes to improve the presentation.

Mr. Cratsley asked for public comment.

Steve Carr, 308 Musterfield Road, commented that the presentation slide that lists the areas excluded from the gross floor area calculation appears to incorrectly list accessory structures of less than 100 s.f. with no permanent foundation when the warrant article actually excludes accessory structures with no permanent foundation or less than 100 s.f.~ The Board agreed with this correction and the slide will be changed.

Review of the presentations for the articles that Mr. Canally and Ms. Whiting Cash will present will occur at the January 26 meeting.

The meeting adjourned at 8:10 p.m.

List of documents presented which are on file in the Planning Division Office at 141 Keyes Road, Concord, MA:

- Town Planner's Agenda Memorandum dated 1/12/16
- Draft zoning bylaw warrant article presentations

Respectfully submitted,
Rob Easton, Clerk Pro Tem

Minutes approved on: 1/26/16